A Division of Student Affairs
Compass Point Annex, 11935 Abercorn Street, Savannah, Georgia 31419

Main Housing Office
Office: 912-344-2940
Fax: 912-344-3452
housing@armstrong.edu
The purpose of this guide is to provide a summary of the year round view of life in the residence halls. This guide includes information about policies, services offered, and procedures for using the facilities available to students living in the halls.

All residents of these facilities are responsible for the information contained in this guide.

Please refer to housing.armstrong.edu for the most current information or revisions available.
HOUSING & RESIDENCE LIFE MISSION STATEMENT

The Office of Housing and Residence Life creates a safe living environment which promotes holistic learning and personal growth. This environment will foster independent thinking and personal decision making. Through our programs and services, we challenge and support students to be engaged, community-minded and academically successful.

OUR VALUES

The Office of Housing and Residence Life embraces these core values:

- Providing residents with the support and resources to promote successful transitions and transformative learning experiences throughout their collegiate experience.
- We strive to ensure that students are connected to the community by providing engaging opportunities for involvement with Armstrong and the greater Savannah area.
- We encourage students to understand, appreciate, and promote tolerance of diverging views, opinions and differing backgrounds through intentional programs and educational conversations.
- We value teamwork amongst the other departments of the Division of Student Affairs and across campus to be able to carry out our mission.
- We collaborate strategically and closely with the University Police Department, Corvias Campus Living and Facilities Services to ensure that students residences are safe, secure and well maintained.
Greetings Pirate Residents,

Welcome to Housing and Residence Life at Armstrong State University! As the Director of Housing and Residence Life I would like to say hello and that we are happy that you will be joining us for the first time or returning to live with us for the 2017-2018 academic year! Our talented professional and student staff are here to serve you and create an atmosphere in which you will experience a safe living environment that promotes holistic learning and personal growth. Through our programs and services, we will challenge students to be engaged, community-minded and academically successful. We hope to provide residents with the support and resources to promote successful transitions throughout your collegiate experience.

Living on campus is more than just having a room and space on campus. We hope that you will get involved with Residence Life, Campus Life, and get engaged within the Armstrong Community. We hope that you will take chances and step out of your comfort zone to meet the people around you and have interpersonal interactions and develop friendships along the way. Living at Armstrong also provides opportunities for interpersonal interactions with faculty and staff members, access to campus resources, student recreation and wellness activities, campus programs, and many exciting educational opportunities! Above all else it puts you in the center of the action at Armstrong and it provides a connection to the campus community as well as the wonderful City of Savannah!

You will notice new and exciting things in Housing this year physically and programmatically. The University Crossings and University Terrace areas have received new living room seating. Programmatically, we will introduce a Residential Curriculum Programming Model. We believe students who participate in the residential experience will become engaged citizens and lifelong learners who actively contribute to the betterment of themselves and their communities. Our specific focus for this curriculum will be for students to:

1. Commit to self-discovery
2. Become an engaged citizen
3. Contribute to inclusive communities
4. Develop as a lifelong learner

Our live-in staff, including professional and paraprofessional staff, will work with your communities to create an atmosphere of involvement on campus. Our staff will also be reaching out and want to get to know you personally to help you with anything you may need regarding any questions, transition issues, and to ensure you are on the right path to be academically successful. We want you to know that your Resident Assistants (RA’s) is an important resource for you in terms of helping you get involved, be successful, and point you in the right direction regarding campus resources.

Again, welcome to campus living at Armstrong! We hope you are as excited as we are for the year ahead!

Sincerely,

Nick Shrader

Director of Housing and Residence Life
# Important Dates to Remember

## Fall Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 10</td>
<td>9:00am-5:00pm</td>
<td>First-Year Move-In</td>
</tr>
<tr>
<td>August 10</td>
<td></td>
<td>School Supply Shuttle to Target</td>
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<td>August 11</td>
<td>9:00am-5:00pm</td>
<td>Upperclass Move-In</td>
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<tr>
<td>August 11</td>
<td>8:00pm-11:00pm</td>
<td>Zumba Glow and Paint U Party at Student Rec Center</td>
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<tr>
<td>August 12</td>
<td>6pm</td>
<td>Play Fair at Student Rec</td>
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<tr>
<td></td>
<td></td>
<td>Union Dancy Party to Follow</td>
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<tr>
<td>August 13</td>
<td></td>
<td>Hall Meetings - RAs will provide additional information</td>
</tr>
<tr>
<td>August 14</td>
<td></td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 4</td>
<td></td>
<td>Labor Day Holiday – No classes, Halls open, Administrative offices closed</td>
</tr>
<tr>
<td>November 18–26</td>
<td></td>
<td>Thanksgiving Break – No classes, Windward Closed</td>
</tr>
<tr>
<td>December 2–7</td>
<td></td>
<td>Final exams</td>
</tr>
<tr>
<td>December 10</td>
<td>12:00pm</td>
<td>Residence halls close at noon</td>
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<tr>
<td>December 9</td>
<td></td>
<td>Commencement</td>
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<tr>
<td>December 11</td>
<td></td>
<td>Winter break for students begins - No classes</td>
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## Spring Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tr>
<td>January 5</td>
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<td>Residence hall check-in</td>
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<td>January 9</td>
<td></td>
<td>Classes begin</td>
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<td>January 15</td>
<td></td>
<td>Martin Luther King, Jr. Holiday – No classes, Administrative offices closed</td>
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<td>March 10–17</td>
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<td>Spring Break for students – Halls open, Administrative offices open</td>
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<tr>
<td>April 28–May 3</td>
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<td>Final exams</td>
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<tr>
<td>May 5</td>
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<td>Commencement</td>
</tr>
<tr>
<td>May 6</td>
<td>12:00pm</td>
<td>Residence halls close at noon</td>
</tr>
</tbody>
</table>

• Dates subject to change

# Residential Communities at Armstrong State University

- Compass Point
- University Crossings
- University Terrace
- Windward Commons

# Offices & Staff

Housing & Residence Life is responsible for all matters in the residence hall, including safety and security, physical facilities, staffing, programming, social events, room assignments, policy development, and hall government. The following is a brief overview of the individual areas of University Housing, as well as the student and professional staff roles within the department.

# Main Housing Office Staff

The Main Housing Office is located on the second floor of the Compass Point Annex (Compass Point 7000 building). The office is open Monday through Friday from 8 am till 5 pm.
Administrative Assistant  
**Al Stephens**  
The Administrative Assistant is a full-time professional staff member who coordinate assignments, transfers, cancellations, room changes, and technological support for Housing. This staff member works closely with Assistant Director of Housing Operations and the Director of Housing & Residence Life.

Assistant Director of Housing Operations  
**Andrew Gresenz**  
The Assistant Director of Housing Operations is a full-time staff member who supervises the day-to-day activities within the residence halls, including coordinate assignments, transfers, cancellations, room changes and overall support for Housing. This staff member works closely with Corvias Campus Living and Armstrong Facility Services to provide a healthy and safe living environment for residents. The Assistant Director of Housing Operations also oversees move-in, move-out, break stay, and facility updates.

Assistant Director of Housing & Residence Life  
**Katie C. Fester**  
The Assistant Director of Housing & Residence Life is a full-time, professional staff member who is responsible for coordinating University Housing’s efforts to promote student learning and academic success. This staff member provides vision, leadership, and direction for Living Learning Communities and coordinates the residential curriculum implemented by Housing & Residence Life’s team. This staff member also supervises day-to-day activities within the residence halls, including academic support, programming, crisis management, student conflict, and hall government.

Director of Housing & Residence Life  
**Nick Shrader**  
The Director of Housing and Residence Life is a full-time, professional staff member who provides leadership and direction for all things pertaining to Housing and Residence Life. The Director serves on a variety of campus committees promoting the overall health, safety, and academic success of residents.

Graduate Assistant Residence Director for Residential Curriculum and Assessment  
**Jaycelin Jones**  
The Graduate Assistant for Residential Learning is a graduate student that is employed by Housing & Residence Life and supports the programming efforts of the department’s residential curriculum with emphasis topics related to alcohol, tobacco, and other drugs. This graduate position works collaboratively with the Office of Student Integrity and University Counseling Center, and the position helps train student staff.

AREA STAFF  
PROFESSIONAL STAFF  

Area Coordinator  
**Andrew Gresenz**  
**Apartments Staff: Quenshia Graves**  
**Windward Commons: Dustin Roberts**  
The Area Coordinator is a full-time, live-in, professional staff member who supervises the day-to-day activities within Windward Commons or the apartment communities: Compass Point, University Crossings, and University Terrace. This individual, working with Resident Assistants and Graduate Assistant Residence Directors, oversees the programming, safety and security, crisis management, and responds to any resident concerns. Additionally, the Area Coordinator serves as a conduct officer. This staff member is located in the clubhouse or lobby of the residence hall.

Graduate Assistant Residence Director  
**Al Stephens**  
**Apartment Staff: James Polites and Olumide Akeredolu**  
**Windward Commons: Jasmine Reese**  
The Graduate Assistant Residence Directors are live-in graduate student staff members who works in the residence hall and supports the Area Coordinator of the Apartment Communities in the management of the building. Supervised by the Area Coordinator, this staff member will assist in the supervision of the Resident
Assistants, training, and evaluate their direct reports. Additionally, the Graduate Assistant Residence Director ensures the creation of an environment that is conducive to the academic and personal growth of each resident, while remaining consistent with the goals and objectives of Armstrong State University.

**PARA-PROFESSIONAL STAFF**

**Desk Assistant**
Desk Assistants are student staff members who are responsible for staffing front desk of Windward Commons or Main Housing Office. Desk Assistants serve as a resource to residents who have questions or are in need of a service within the residence hall. They are supervised by the Assistant Director of Housing Operations and Area Coordinator of Windward Commons while assisting with all administrative tasks.

**Resident Assistant**
Resident Assistants are live-in student staff members who are responsible for a designated section within a residence hall and are supervised by the Area Coordinator and Graduate Assistant Residence Directors. Resident Assistants serve as the primary resource for residents, as well as answering questions and sharing University information, while being aware of safety and security. Resident Assistants assist in crisis management, respond to facility concerns, and staff the hall office. For a list of Resident Assistants, please refer to the Housing & Residence Life website at [https://www.armstrong.edu/housing-residence-life/housing-student-support-staff](https://www.armstrong.edu/housing-residence-life/housing-student-support-staff).

**Housing Assignments**

**Breaks**
The apartment communities (Compass Point, University Crossings, and University Terrace) do not close for mid-semester breaks (Thanksgiving holidays or spring break) at no additional cost, while Windward Commons does close for Thanksgiving and Spring Breaks. All residential areas close during Winter Break and the periods between spring and summer terms and summer to fall terms. Residents wishing to stay over a break-stay period will need approval from the Main Housing Office, and residents will be financially responsible for the designated break stay rate.

**Check-In / Check-Out Procedures**
Information regarding check-in is emailed to students via their student email account prior to fall move-in. Residents will not be able to move-in until they are financially cleared by the University and have received a Boarding Pass. For additional information regarding move-in, please refer to our website.

Residents must report any and all damages and/or facility concerns not already documented on the room condition report (RCR) upon move-in to Housing and Residence Life within 48 hours of move in so that the documentation on file can be updated. If no damages and/or facility concerns are reported within 48 hours, the resident is accepting responsibility for the condition of the unit, and will be damage billed accordingly at move-out.

Information regarding check-out procedures will be sent to students at the end of each semester. Additionally, detailed information is given out at mandatory floor meetings, through student’s email account, can be found online, or through your Resident Assistant or hall office. Students are required to abide by all policies and procedures regarding room check-out. Failure to follow the guidelines may result in sanctions and/or judicial action.

**Eligibility**
To be eligible to live in University housing, a student must be enrolled in classes at Armstrong State University.

**HOUSING FEE PAYMENTS**

A. **Housing Fee.** Resident agrees to pay Provider a Housing Fee that is payable in two equal per-semester installments during the Term in accordance with the provisions of this Agreement. The Housing Fee is shown on Exhibit A to this Agreement. The Housing Fee is payable on a per-semester basis and must be received by University of behalf of Provider no later than 5:00 p.m. on the date for payment of Housing Fees for the semester as shown on the University Housing website (housing.armstrong.edu). Payment in full must be made for each semester regardless of Resident’s move-in date.

B. **Other Fees.** Resident agrees to pay those other fees shown on Exhibit A to this Agreement, which also shows the due date of such fees.

C. **Late Fee.** Resident will be charged a late fee in the amount shown on Exhibit A of the housing contract for each semester that any part of the Housing Fee is not paid by the payment due date.

D. **Failure to Pay Housing Fee by Due Date.** If Resident does not pay the Housing Fee by the later of (i) the date Resident signs this Agreement or (ii) the date for payment of Housing Fees for the semester (as set by University), Provider may cancel this Agreement, remove Resident from the Residence Facility, and avail itself of any other remedies available at law or equity.

E. **Guarantor.** If Resident is under age 18, the undersigned parent, guardian, or other guarantor (“Guarantor”) agrees to guarantee payment in full to Provider and/or University (as the case may be) the Housing Fee and all other charges attributable to Resident per the terms of this Agreement. Guarantor further agrees that if Resident for any reason fails to make such payments, Guarantor will be jointly and severally responsible for making all such payments. Provider and University will not enter into this Agreement or any other agreement with Resident unless Guarantor agrees to guarantee payment.

F. **Failure to Pay Sums Due.** Resident understands and agrees that University may apply any sum that would otherwise be returned to Resident under this Agreement to any amounts past-due by Resident to Provider or University; provided, in the case of refunds governed by Title IV of the Higher Education Act of 1965 (as amended), the amount of the refund will not be applied to amounts otherwise owed to Provider or University. Past-due accounts may also be referred for collection. Resident agrees to reimburse Provider the fees of any collection agency, which may be based upon a percentage of the amount owed by Resident at a maximum of 33.3% of the amount owed and all costs and expenses of collection, including reasonable attorneys’ fees Provider incurs in any collection efforts.

G. **Damage to Assigned Room.** The condition of Resident’s assigned room, including furnishings, will be inventoried prior to move-in. Resident will have 48 hours after move-in to inspect the room and furnishings. Any defects or damage beyond normal wear and tear must be identified by Resident via University’s electronic work order system within this 48-hour period to be considered for exclusion when assessing applicable damage fees upon move-out.

H. **Common Area Damages.** Residents of a hall within the Residence Facility may also be required to share on a pro-rata basis the expense of cleaning, painting, repairing, or replacing damaged Residence Facility property in common areas which such damage is not due to normal wear and tear and the person causing the damage is unknown. The determination of the amount of such loss or damage, selection of repair or replacement method, and scheduling of the repair or replacement will be made by University in its sole discretion. Resident agrees to pay assessed common area charges upon demand.

I. **No-Reduction of Abatement.** Temporary failure to provide electricity, hot or cold water, heat and/or air conditioning, phone service, cable television service, internet service, or any other service will not be a reason for reduction, abatement, or withholding of any portion of the Housing Fee or other payment due under this Agreement. No adjustment to the Housing Fee or other compensation may be claimed by Resident for inconvenience or discomfort from the making of repairs, improvements to facilities, or temporary service outage.
HOUSING CONTRACT

I. CANCELLATION BY STUDENT

A. Full Cancellation. To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the University Housing website (housing.armstrong.edu). Except as described in Subparagraph B below (No Cost Termination), a Resident’s cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in Schedule B of the Housing Agreement.

B. No Cost Termination. Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:
  a. Graduation;
  b. Call to active military duty;
  c. Marriage;
  d. Birth of a Resident’s child;
  e. Enrollment in a University-sponsored study abroad program or affiliated academic internship;
  f. Approved medical withdrawal from the University; or
  g. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

II. CANCELLATION BY PROVIDER

A. For Cause. The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which University on behalf of Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:
  a. Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
  b. Violation of Residence Facility policies and procedures as outlined in the Guide;
  c. Violation of University’s Student Code of Conduct;
  d. Violation of any state, local, or University drug or alcohol policy;
  e. Violation of any applicable law, rule, or regulation;
  f. Endangerment of the health and safety of the residential community of the Residence Facility;
  g. Academic deficiency;
  h. Disciplinary suspension or dismissal by University;
  i. Disruptive behavior;
  j. Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
  k. Refusal to comply with the direction of University Housing or Provider staff acting in accordance with their respective scope of responsibility; or
  l. Vandalizing any University or Provider owned or managed property.

Upon Resident’s breach of this Agreement, University will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and a maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by University on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation. Resident’s obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

B. Failure to Occupy. Resident must occupy the assigned space or deliver written notice of delayed arrival to University by 9:00 a.m. on the first day of classes of the first academic term of residency. University on behalf of Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by University of behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under
ROOM ASSIGNMENTS

Roommate assignments are made without regard to race, religion, national origin, age, personal appearance, family, political affiliation, actual or perceived physical or mental disability, and/or sexual orientation. Roommate contact information (Armstrong email address only) will be provided to all roommates unless the student specifically requests to keep his/her contact information private.

The University will assign a room based on available housing space after the student (and guardian if student is a minor child at the time occupancy is assumed) has electronically signed the Residence Hall Agreement (i.e. completed and submitted the online application for housing) and paid the required nonrefundable $250 application fee. Housing and Residence Life will give room preference priority to all completed housing applications received by our office prior to May 1, as space allows.

In general, first-year undergraduates will be placed in Windward Commons. Every effort will be made to place sophomores, juniors, seniors, and graduate students in one of the apartment communities on campus (Compass Point, University Crossings, University Terrace I, and University Terrace II) however; there may be times when upperclassmen are placed in Windward Commons. In addition, some first-year undergraduates may be placed in apartment housing if space limitations dictate that such an assignment is necessary. All assignments are made on a first come, first served, space available basis.

The University reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another. The University further reserves the right to make room changes during the year as deemed necessary by Housing and Residence Life.

Students of the opposite gender will not be assigned to, nor may they reside in, the same room or apartment.

The University reserves the right to assign students of the same gender to a temporary overflow space when necessary. Students so assigned will be reassigned to a permanent space as it becomes available. Students assigned to overflow spaces in Windward Commons (bunked private/ bunked single) or University Terrace I will be relocated when a standard occupancy option becomes available. Students receiving a reduced rate for an overflow space option who lose their roommate will be required to pay the full rate of the space in which they reside (standard single room or private room rate - Windward Commons; standard rate - University Terrace I, as appropriate). If a resident temporarily assigned to an overflow space loses their roommate, they will not have the option to bring another resident into the room to occupy that space in order to maintain the lower room rate.

Failure to check in or to occupy an assignment space by 5:00 p.m. on the first day of class, as established in the academic calendar, could result in the assignment of the room to another student, unless the assigned student obtains prior approval from Housing and Residence Life.

Students will be required to vacate during designated academic breaks. Students permitted to stay on campus as an exception will be required to pay a specified amount above and beyond the regular contracted amount. See Housing’s Important Dates for details.

Housing reserves the right to relocate and consolidate spaces at any time to cope with enrollment increases, for purposes of renovation and/or the reduction of resource consumption. Any student participating in an approved university event beyond the limits of the contract term will be relocated, as necessary, so that the department can perform facilities related activities, including but not limited to consolidation of break housing, cleaning and maintenance of buildings for the upcoming term, and rehabilitation of properties.
Returning Student Sign Up
Returning students will participate in the Housing Renewal process that occurs at the beginning of spring semester. Additional information will be available on the Housing website and at your residence hall office by the end of fall semester.

ROOM CHANGES / HALL TRANSFERS
Rooms in housing may only be occupied by the student(s) assigned to that particular space. Students found residing in a residence hall room that is not assigned to them will be asked to vacate immediately and may be banned from housing. A student’s right to occupy a room may not be assigned or transferred by the student without the written approval of Housing and Residence Life. Under normal circumstances, no changes of room assignments will be made during the first 2 weeks or the last 2 weeks of each semester, so that occupancy can be verified and new room assignments made for the upcoming semester.

For more information regarding room changes during other times of the year, please contact your Resident Assistant, your area office, or stop by the Main Housing Office.

SERVICES PROVIDED

CABLE TV
Armstrong State University uses Apogee within our residential areas. Apogee is a 24-hour service providing High Definition (HD) and Standard Definition (SD) television for every student bedroom, apartment, and residence hall lounge on campus. If you’re bringing a TV, make sure it has a QAM digital tuner and not an over-air (antenna) tuner. TVs manufactured by Sony, Samsung, LG, and Vizio typically have these. However, the value TVs (such as RCA, Element, and Hisense) do not have the QAM tuner, but the air tuner, and will not work with the cable system. To see the list of TV manufacturers and model numbers that have been tested and will require the external digital tuner to work, go to bfit.georgiasouthern.edu/resnet/ and click the link provided.

The cable channel list is below. Please note that the channel lineup is subject to change without notice.

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<th>DISH Network Program Guide</th>
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<th>Comcast (Comcast)</th>
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<td>2</td>
<td>NBC WSAV</td>
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<td>59</td>
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</tr>
</tbody>
</table>

The cable channel list is below. Please note that the channel lineup is subject to change without notice.

FY 17-18 Residential Community Guide                                                                                                                                                                                Page 12 of 31
Area Offices
Each residential area has an area office which is staffed by an Area Coordinator, Graduate Assistant Residence Director(s), Resident Assistants, and, at Windward Commons, Desk Assistants. The staff member on duty at the area office/desk can assist residents with various needs such as answering questions, handling key issues, and equipment check-out (games, movies, etc.). A picture ID must be presented to check out items. The hours of operation for each residence hall community desk are as follows:

Compass Point Clubhouse Office
Serves residents of Compass Point, University Crossings, and University Terrace
Located in the Compass Point Clubhouse
Operating Hours: Monday - Friday 9 am till midnight, Saturday and Sunday: 5 pm till midnight
Office Phone: 912-344-3383
Apartment RA on Duty (24/7 response): 912-429-9063

Windward Commons Office
Serves residents of Windward Commons
Located at the front desk in the lobby
Operating Hours: Staffed 24/7 (except during breaks)
Office Phone: 912-344-2722
Windward RA on Duty (24/7 response): 912-398-4954

BED HEIGHTS
University Housing does not permit lofts; however, some residence hall rooms are equipped with a junior loft, which allows storage of a dresser and other items underneath the raised bed. To have a bed raised or lowered, please submit a maintenance request at https://www.armstrong.edu/housing-residence-life/maintenance-request-submission

COMMUNICATION
Email Communication
Email is the official method of communication for Armstrong State University. Housing & Residence Life regularly distributes official communication to residents via their University email accounts. Check your account regularly for important information regarding room assignments, break schedules, check-out procedures, and other announcements. Every student is responsible for the information sent to him/her via campus email.

Internet Connectivity
Armstrong State University has a high speed Wi-Fi network called ResNet in our residential area. If you have a personal computer, you can connect to ResNet. Residents will use their student email account and room number to create their own account through myresnet.com. Students who are having difficulty with their internet service, should contact ResNet at the website where they can chat 24/7 with a representative or call 1-855-410-7374.

Mail, Packages, and Deliveries
At check-in, residents will receive keys to their residence hall and a mailbox key. Letters can be sent to the resident’s designated mailbox. If a resident did not receive a mailbox key, misplaced it, or broke it, the resident should report it to the their area office (Compass Point clubhouse or Windward Commons) to have a work order submitted on behalf of the student. Packages and deliverers will be sent to the Armstrong State University Post Office (located between the Student Recreation and University Police Department). When a package is delivered to the campus, you will receive a notice in your residential mailbox.
On Armstrong’s campus, the residential mailboxes are conveniently located around your residence hall. Mailboxes are labeled by the room a resident resides. Windward Commons residents will find their mailbox on the first floor of the East Tower between the the Front Desk and East Classroom. Compass Point residents’ mailboxes are located in the Compass Point Clubhouse. University Crossings’ mailboxes are in front of the 100 and 200 buildings. University Terrace I mailboxes are located on the first floor of building A. University Terrace II residents’ mailboxes are located on the first floor near the staircase near rooms 701 and 702.

**Mail being sent from outside the University should be addressed as follows:**

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Example: Ima Pirate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Area and Room Number</td>
<td>Compass Point Apartment 4606</td>
</tr>
<tr>
<td>Armstrong State University</td>
<td>Armstrong State University</td>
</tr>
<tr>
<td>Savannah, GA 31419</td>
<td>Savannah, GA 31419</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** HOUSING AND RESIDENCE LIFE CANNOT BE RESPONSIBLE FOR DELIVERY OF STUDENT MAIL, PACKAGES, OR DELIVERIES (SUCH AS FLOWERS) SENT TO HOUSING AND RESIDENCE LIFE OFFICES.

**HOUSING RENEWAL PERIOD**

Housing Renewal is an opportunity for current residential students to renew their housing contract for the next academic year. Housing Renewal typically starts in late January with a Housing Open House. This program allows students to tour examples of each of University’s residential communities and then self-select to a specific community and room. Students who do not self-select to their same assignment or to a new room assignment, but complete their housing application, will be assigned to a community based off preferences listed in the application and availability. For more information about Housing Renewal, please refer to housing.armstrong.edu.

**LAUNDRY**

Laundry services are included in the residence hall fee paid each semester and therefore, residents do not have to pay to do laundry at the machines. The washers require only one-fourth of the amount of laundry detergent typically used in standard machines. Residents using dryers should clean the lint filter/screen before and after each load of clothes. Please refer to the following for more specific information regarding laundry facilities in your residence hall. If you find there is a problem with the laundry equipment in your residence hall, please submit a work request to https://www.armstrong.edu/housing-residence-life/maintenance-request-submission.

Clothing or other items left in washers or dryers is considered abandoned property. For additional information, please refer to our Abandoned Property protocol.

**LOST AND FOUND**

From time to time, residents will misplace personal belongings. Items or property found in or around a residence hall should be turned in to the hall’s Area Office (Windward Commons or Compass Point Clubhouse), where a Housing staff member will attempt to contact the owner, if possible. If the owner of the property cannot be identified or located, the items will be kept in a designated “lost and found” location for 7 days. All other property (i.e. laundry left in washers/dryers) remaining after 7 days will be considered abandoned and we be handled by staff members using the Abandoned Property protocol.

**MAINTENANCE REQUESTS AND WORK ORDERS**

Facilities staff provides routine maintenance and repairs to the residence halls. Residents who wish to request repairs in their room, common area of their apartment, public spaces, etc. should submit a work order request to https://www.armstrong.edu/housing-residence-life/maintenance-request-submission. Be sure to provide as much information as possible, including a detailed description of the problem.
In the event of an emergency, contact the Resident Assistant on duty or call the Windward Commons Front Desk at (912) 344-2722 for immediate assistance. Remember, maintenance and repairs are provided to our residents free of charge. If something is broken or not working properly, simply submit a work order and our maintenance staff will repair it at no additional cost.

After a maintenance technician comes to a student’s room, the student who reported the issue should receive a confirmation email and possibly a Leave Behind Message in a common area of the room. If the student requested a Housing staff member to submit the work order, then the student may not receive any additional confirmation emails.

PIRATE CARDS
Pirate cards, where required, are used to gain access to the main, public areas of your building, such as exterior doors, computer labs, laundry rooms, and study rooms; and therefore, no key is needed. Your card will be programmed to open only the doors you are authorized to enter. This card also serves as your student ID card and should be treated carefully.

Instructions for the proper care and use of your card are available at the Card Services. If your card becomes damaged and ceases to function, a replacement ID card must be obtained from the Card Services. There is a replacement charge for damaged cards you will be required to pay in order to obtain a new ID card. Please check with the card center for information regarding the cost to obtain replacement ID cards.

SPECIAL NEEDS ACCOMMODATIONS
Requests for special needs accommodations must go through the Student Disability Resource Center, who will communicate accommodations with the Assistant Director of Housing Operations. The Assistant Director of Housing Operations will then work with Facilities to complete approved requests.

STUDENT EMPLOYMENT
University Housing is one of the largest employers of students on campus. Student positions include Resident Assistants, Desk Assistants, Graduate Assistants. For more information about these positions, which have specific application procedures, see your Area Coordinator or the Assistant Director of Housing and Residence Life; or you may search job postings at the Student Employment Center at https://jobs.armstrong.edu/.

STUDENT LEADERSHIP
Being part of a student organization on campus is an essential part of the college experience. In addition to the Resident Assistant position, Armstrong has the following housing-related, student-led organization that residents can be a part of:

Resident Student Association
The Residence Hall Association (RSA) is a campus-wide, student leadership organization charged with representing each residence hall on campus. This organization meets weekly and is composed of voting members from each residence hall on campus. They coordinate programs and events for all residence halls, serve as a voice for students to University Housing, and guide the utilization of the residence hall activity fee. The weekly meetings are held on Wednesdays at 8 p.m. in the Compass Point Clubhouse.

VENDING MACHINES
Vending machines may be found at various locations in your residence hall. Problems with vending machines should be reported by calling the telephone numbers posted on the machines.
USE OF HALL FACILITIES

AIR CONDITIONING, HEATING, AND VENTILATION
Thermostats have been programmed to run between specific temperature ranges. Maintenance requests or needs should be reported by submitting a work order request to https://www.armstrong.edu/housing-residence-life/maintenance-request-submission. Tampering with a thermostat will result in sanctions and possible judicial action.

EMERGENCY WATER SHUT-OFF VALVES
Toilets
An emergency shut-off valve for the water flow of each toilet is located near the floor on the wall beside the toilet. To shut off the water, simply turn the valve clockwise to the right as illustrated below.

ENVIRONMENTAL SUSTAINABILITY
University Housing recommends students develop and maintain ecologically sustainable living habits. This includes, but is not limited to, turning off unnecessary electrical appliances, minimizing use of water, and recycling. For example:

- Never leave computers, stereos, televisions, or lights on when you are not at home.
- Reduce the length of your showers.
- Report any leaks, dripping faucets, showers, etc. by submitting work order requests to https://www.armstrong.edu/housing-residence-life/maintenance-request-submission.

Develop good sustainable living habits, encourage others to do the same, and everyone will benefit.

EVENT SPACE RESERVATION
Housing and Residence Life has multiple locations that can be reserved for individuals, student organizations, and even campus departments. These locations include the Compass Point clubhouse, the Compass Point quad, the Brick Path, Windward Commons Cove, Windward Commons classrooms, and the outdoor patio of Windward Commons. Groups that are reserving these spaces are responsible for upcoming University and Housing policies, cleaning up after themselves, and ensuring any equipment or rentals is appropriately reserved. To reserve one of these spaces, please visit housing.armstrong.edu or speak to your Area Coordinator.

KEYS
At check-in, residents will receive the amount of keys needed for their specific residential unit. The keys will include a front door key, room door key (if applicable), and a mailbox key. **Please keep your key with you at all times!** The replacement cost for keys is $75 per lock. This charge covers the cost of a new lock core and new key(s).

Installation of private locks, duplication of room/unit keys, or lending your key to others is strictly prohibited, and students who may be found in violation of this, may face judicial charges.

Lost or Damaged Keys
If you know you have lost your key or it was stolen, proceed to the clubhouse or, if after hours, contact the Resident Assistant on duty. The RA will initiate a lock change and submit a request for a new key to the Area Coordinator. The same process should be followed for damaged keys.
KEY LOCKOUTS
It is an important safety precaution to keep your key with you at all times. Not only does it assist in a safe environment, it also allows you the daily convenience of doing what you want within your residence hall. Residents receive one free lockout per year. After the free lockout, residents will be charged at an increasing rate per lockout (i.e. second lockout is $20, third lockout is $30, fourth lockout is $40). Residents who appear to abuse this service may be referred to the Office of Student Integrity.

We recognize you may lock yourself out of your room/unit or lose your key. If this happens, please use the following guidelines:

If you are locked out of your room, please visit your area office. Windward Commons’ front desk is staffed 24/7 whereas the Compass Point clubhouse is open until midnight. If you are an apartment resident needing a lockout after midnight, please call the Apartment RA on duty.

MILDEW
Mildew can grow in areas that are dark, cool, and moist. Excessive moisture in the air will lead to mildew forming on walls and possibly on your belongings. Problem areas frequently include closet interiors, bathrooms, and surfaces adjacent to windows and doors. Excessive room moisture from the use of humidifiers, frequent steamy showers, and cooking all contribute to mildew growth. It is recommended you allow your exhaust fan located in each shower area to run a minimum of 15 minutes after each shower.

Ventilation is important in preventing mildew growth and residents are strongly encouraged to ensure adequate ventilation is provided in their unit. Please leave all ceiling grills in full open position. If mildew appears, prompt treatment is essential before it has an opportunity to accumulate and cause significant damage.

PARKING
All students operating or parking a motor vehicle on campus must register their vehicle with Parking and Transportation Services. Parking lots are located at each residence hall. Resident parking permits are required at all times in residence hall parking lots, but residents may ONLY park in their designated residence hall parking lot. For more information about parking regulations, visit https://www.armstrong.edu/university-police/police-parking-transportation

If a student is granted a room change in a different residential area, then the student will need to go to University Police to be given an updated parking pass that matches the new room assignment.

VOLLEYBALL COURT
• Compass Point: A sand volleyball court is available for use by residents and their guests ONLY.

HEALTH, SAFETY, & SECURITY INFORMATION

CLEANING YOUR UNIT
Residents are responsible for maintaining the interior and exterior of their unit in a safe, clean, and sanitary manner and are expected to do the following:

● Floors should be swept and mopped regularly.
● Walls should be cleaned periodically as this helps maintain the unit’s appearance and cleanliness.
● Windows should be cleaned as needed with common window cleaner.
• Blinds and window frames should be dusted regularly and cleaned periodically with soapy water or an all-purpose cleaner.
• Carpets should be vacuumed regularly to prevent excessive wear. Spot cleaning at the time of spills will help prevent stains. Use a clean, dry cloth to blot the spill area to make cleaning easier and minimize staining.
• Sinks, showers, and toilets should be cleaned regularly to prevent dirt and mineral buildup. Sinks, tubs, ceramic walls, and the exterior of the toilet should be cleaned with a non-abrasive cleaner, while toilet bowl cleaners should be used to clean the inside of the toilet bowl.
• Vents should be wiped down regularly to help reduce dust accumulation.
• To clean the inside of your refrigerator, mix one tablespoon of baking soda per quart of warm water. Rinse thoroughly with clean water and wipe dry. Never use abrasive cleaners to clean the exterior of appliances. Please note: If you are going to be away for an extended period of time or are vacating the premises, **do NOT turn the refrigerator off or unplug it.**

The plumbing is not designed to handle the disposal of tampons, sanitary napkins, paper towels, disposable diapers, grease, or other such materials. Facilities staff can be contacted to handle the most severe clogs. Service calls to remove foreign objects from drains and toilets may result in service charges being assessed to the resident. Units will be inspected at least once per semester by Housing staff. This inspection is typically called Health and Safety Inspections, and residents will be notified of these inspections at least 48 hours in advance.

**COOKING AND KITCHENS**
Residents should make sure they are aware of all guidelines and restrictions as outlined in this document and in the *Code of Student Integrity.* All residents are urged to exercise extreme caution when cooking and should **never** leave anything cooking unattended. Cleanliness is also essential due to the problems associated with unsanitary cooking areas. No food or dishes are to be left on countertops or in sinks. Residents will be held responsible for damages or excessive clean-up charges as a result of misuse of the kitchens. Please refer to the list below for more specific information regarding kitchen options available in your residence hall.

- **Compass Point, University Crossings, University Terrace:** Furnished with a full kitchen, including a dishwasher in some cases.
- **Windward Commons:** A full community kitchen is located on the first floor on both the east and west towers. Residents of Windward Commons must complete a program titled Cooking with Cops prior to use of the communal kitchens. The program will be offered multiple times at the beginning of the semester, and is a collaborative effort between Housing and Residence Life and University Police Department. For more information, please see the Area Coordinator of Windward Commons.

**DEADBOLT LOCKS**

- **Windward Commons:** Additional deadbolt locks are installed on suite doors. This deadbolt will be used during break periods in an effort to provide additional security. Housing staff or maintenance staff members will be engaging this lock at break closing time.

Residents of the suite may choose to engage the lock from the inside of the suite; however, care must be taken so roommates are not locked out. Lockout charges will be assessed if the apartment has to be unlocked by Housing staff.

**FIRE AND LIFE SAFETY**
Fire and Life Safety is of paramount importance within the residence halls. Your actions could affect the life and property of other residents in your community. Please be aware of your actions and observe all Fire and Life Safety Policies.
IN THE EVENT OF SMOKE OR FIRE, GO TO THE NEAREST FIRE ALARM PULL STATION, ACTIVATE THE ALARM, AND EVACUATE THE BUILDING

Smoke Detectors
All units are equipped with smoke detectors to warn residents of smoke or fire. Be sure the green signal light is illuminated at all times. This lets you know the smoke detector is working properly and is active.

Smoke detectors should be kept dust-free and must be unobstructed at all times. Never tape over, cover, or disconnect smoke detectors. If a smoke detector is so sensitive that it constantly alarms or malfunctions in other way, submit a work order request so it can be inspected and repaired if needed. Violation of this policy will result in disciplinary action.

Fire Extinguishers
A fire extinguisher is located inside each apartment in Compass Point, University Crossings, and University Terrace. In Windward Commons, fire extinguishers are located on every floor in a safety box and inside both of the communal kitchens. Familiarize yourself with its location and directions on how to use it. Be sure to check your fire extinguisher to assure it is properly charged (arrow in the green area). To utilize the fire extinguisher for emergency reasons, use the following guidelines:

P Pull the pin.
A Aim the extinguisher nozzle at the base of the flames
S Squeeze the trigger while holding the extinguisher upright.
S Sweep the extinguisher from side to side, covering the fire with extinguishing agent.

Fire Alarms and Drills
Fire drills will be conducted at least once per semester and will take place at a reasonable hour as Housing does not plan fire drills for late night or early morning hours. Regardless of whether the alarm is planned or actual, immediately exit through the nearest exterior door and walk quickly away from the building.

During any fire drill, residents are expected to cooperate and follow instructions given by any University Housing staff member. Housing staff members will key into all units to ensure all residents have evacuated the premises.

Failure to evacuate a building during any fire alarm, planned or actual, will result in judicial action and possible arrest. Tampering with any of the fire systems (pull stations, smoke detectors, fire extinguishers, etc.) will result in judicial action, possible arrest, and possible removal from the residence hall and the University.

GAZEBOS AND OUTDOOR GRILLS
At some residence halls, gazebos and grills are located around the complexes and are for use by residents and their guests only. Personal grills are not permitted on University property. To reserve the grill outside of Windward Commons or to request a grill for the Compass Point clubhouse, please see the Area Coordinator.

PEST CONTROL
The initial step in the elimination of insects in your residence hall is sanitation. All insects need food, moisture, and harborage in order to survive. The pest control operator’s success at an individual’s residence will be partly determined by the resident’s housekeeping habits. The two most troublesome insects found in residence halls are ants and roaches. These pests can be completely eliminated, but not with pest control treatment alone; good housekeeping is essential. Below are some steps each resident must practice in order to be free of insects:

- Wash dirty dishes immediately after using them. Do not leave dirty dishes on table, counter, or in sink.
After washing dishes, drain the sink and do not leave water standing.

- Vacuum floors on a regular basis.
- Rinse used beverage containers and dispose of in the appropriate manner.
- Do not leave chips, cookies, cereal, etc. with interior bags left open. Store in a sealed plastic storage bag or place in the refrigerator.
- Never allow trash to accumulate in apartments/units. Take your trash out regularly and wash your trash can routinely.
- When opening windows, never remove the window screen.

By following these simple steps, you will be able to assist in your pest control success. If your problem is still not resolved after following the above recommendations, please submit a work order request to http://tma.bfit.georgiasouthern.edu/ to have a professional treat your living space.

**Bed Bugs**

**GENERAL INFORMATION**

Bed bugs are known as “hitchhikers.” They are most commonly transferred and spread by catching a ride on clothing, in suitcases or backpacks, and sometimes in electronics. When they are inactive they hide in small spaces out of sight but become active and are drawn out when they detect a heat source. It is important for treatment to start as soon as possible and typically will be scheduled within 24 hours of a positive determination. Bed bugs have become increasingly resistant to standard equipment that draws the bugs out and eradicates them. Bed bugs are not known to carry diseases and residents affected by bed bug are not in life threatening danger. For additional information on bed bugs, please visit https://www.epa.gov/bedbugs.

**ASSESSMENT (if bed bugs are suspected/reported) and TREATMENT**

Upon a residents report or work order submitted claiming bed bugs are present, the following steps will be taken:

1. If complaint is registered with the residence life staff first, notification must be provided to the Assistant Director of Housing Operations and/or Area Coordinators. If complaint is registered with Corvias Campus Living or Armstrong Facility Services staff first (either in-person or via work order), the facilities staff will notify the Assistant Director of Housing Operations and/or Area Coordinators. The housing staff members will then enact necessary protocol with their respective staff.
   a. The primary role of facilities staff is to ensure the protocol for assessment and treatment are being followed properly. Both Corvias Campus Living and Armstrong Facility Services outsource this treatment process to a third-party professional extermination company.
   b. The primary role of the residence life staff is to communicate with residents of the suite/apartment.
2. HRL will begin communication with the resident(s) about the bedbug assessment and treatment process while maintenance staff begin preparation of materials for treatment.
3. All occupants of the suite/apartment will be asked to gather all their garments, bed linens, bath towels, etc. in preparation to be moved to a temporary space on-campus.
4. The residents will then be instructed to wash and dry on very high heat all their garments, linens, bath towels, etc. during their relocation so that the pests, if present, are not introduced into the temporary room/apartment.
5. The detection equipment will then be placed in the reported infested apartment.
6. A chemical treatment will begin and the room should remain unoccupied for at least five days.
7. If an infestation is found in the reported room, maintenance staff and professional exterminators will check adjacent rooms/apartments for bed bugs.
8. Residents will then be permitted back into their permanent room assignment.
9. If a second report of bed bugs occurs, HRL will secure another temporary relocation for the affected residents.
10. Once clearance has been given, residents will be permitted back in their permanent room assignment.
SAFETY/ROOM INSPECTIONS/ROOM ENTRY

The University reserves the right to enter resident units for: safety purposes; facility improvements; routine maintenance, unit inspections during break periods; and to manage rooms in the event of an emergency which jeopardizes the well-being of the occupant or other residents. For safety related reasons, inspectors from Facilities perform building-wide Safety Inspections at least once per semester and will be publicized in advance.

It is your responsibility to keep your unit in a reasonable state of cleanliness as required by your housing contract. Any cleaning or maintenance issues discovered during a Safety Inspection will be noted on room inspection paperwork. Residents typically have 48 hours to correct any issues prior to re-inspection.

If issues continue to exist after a re-inspection: 1) students will receive judicial charges and be required to attend a student conduct hearing; and 2) Facilities staff reserve the right to enter the space, clean, make repairs, and charge the student for staff time, resulting from these safety inspections. As previously stated, students will not be charged for cleaning and/or repairs that are out of their control.

TORNOADO SAFETY / SEVERE WEATHER

In the event of a tornado, there are two stages one should be familiar with:

- A **tornado watch** signifies conditions are favorable for tornados and one should remain alert for approaching storms. Listen for area updates from local media listed below.
- A **tornado warning** signifies a tornado has been sighted or indicated by weather radar. If a tornado warning is issued, you should seek shelter immediately. University Housing has outlined measures residents are required to take in the event of a tornado warning.

Media Outlets To Communicate Emergency Information

Once the tornado warning has passed, an “all clear” message will be relayed by staff members and residents will be allowed to return to their rooms. A tornado drill will be conducted once per semester. The University will communicate emergency information through the following media outlets:

<table>
<thead>
<tr>
<th>GSU CONTACTS</th>
<th>TELEVISION</th>
<th>RADIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police 344-333</td>
<td>Channel 3 WSAV Savannah</td>
<td>91.9 FM WVGS Statesboro</td>
</tr>
<tr>
<td><a href="http://www.armstrong.edu">www.armstrong.edu</a></td>
<td>Channel 4 WJCL Savannah</td>
<td>94.1 FM WQBT Savannah</td>
</tr>
<tr>
<td></td>
<td>Channel 6 WTGS Savannah</td>
<td>95.5 FM WIXV Savannah</td>
</tr>
<tr>
<td></td>
<td>Channel 7 WTOC Savannah</td>
<td>96.5 FM WJCL Savannah</td>
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<tr>
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<td>Channel 7 WTOC Savannah</td>
<td>97.3 FM WAEV Savannah</td>
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<tr>
<td></td>
<td>Channel 7 WTOC Savannah</td>
<td>102.9 FM WPMX Statesboro</td>
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<tr>
<td></td>
<td>Channel 7 WTOC Savannah</td>
<td>103.7 FM WBMZ Metter</td>
</tr>
<tr>
<td></td>
<td>Channel 7 WTOC Savannah</td>
<td>850 AM WPMB Statesboro</td>
</tr>
<tr>
<td></td>
<td>Channel 7 WTOC Savannah</td>
<td>1240 AM WWNS Statesboro</td>
</tr>
</tbody>
</table>

COMMUNITY LIVING STANDARDS

INTRODUCTION

Living in a residence hall at Armstrong State University means living in a community that puts you in the heart of the campus physically, academically, and socially; which means you are involved with and surrounded by people who care about you. Residence hall living gives you the opportunity to meet people from all over the world and make lifelong friends.

Residence hall living also provides you with choices. You can choose the community, the activities, the programs, and the lifestyle you prefer. There are many great reasons to live on campus, but possibly the two most important
outcomes living in a residence hall gives you are developing (1) important relationships and (2) life skills that will be with you the rest of your life – skills and relationships that will help you succeed long after you have graduated! As members of the community, we must strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us, as well as to give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

RIGHTS AND RESPONSIBILITIES
Your rights in our community include the right to:
● live in a mutually safe, secure, healthy, and clean environment;
● live in a comfortable space, free of policy violations;
● privacy;
● be treated civilly and with respect;
● personal safety and security of possessions;
● be asked before personal possessions are used/borrowed;
● open communication;
● agree or disagree with roommates/suitemates;
● socialize in your room;
● sleep and study without disturbance;
● stay true to your own values;
● live in a supportive and stimulated community;
● enjoy access to a variety of programs, services and facilities;
● involve yourself and others in promoting an educational, open, respectful, responsible, caring, involving, and celebrative community; and
● ask Residence Education staff for assistance when needed.

Your responsibility to our community is to: consider the needs of other residents and balance them with your own needs; promote care of physical facilities, equipment, and services; communicate with other residents and staff members; let other residents know when they are disturbing you; demonstrate a commitment to the community by getting involved; promote campus and individual safety; and to demonstrate dignity and respect for all individuals.

Living on campus at Armstrong State University gives you many opportunities to face challenges head on, achieve in a variety of areas, and grow as an individual. However, these things only happen when you actively participate in and support the community ideals stated here.

HOUSING POLICIES & PROCEDURES

ABANDONED PROPERTY
Property or items left behind by residents is considered to be abandoned property. This includes, but is not limited to: personal items left at closing (end of academic year), laundry left in washers/dryers, etc. Abandoned property discovered by Housing staff members will be collected and stored for seven (7) days then discarded.

APPLIANCES
Major appliances such as washers, dryers, freezers, refrigerators, micro-fridges, dishwashers, and air conditioners that are not already provided by University Housing are prohibited in individual rooms or units. Plumbing, water heating, and electrical systems were not designed to accommodate utility demands resulting from additional appliances.
Approved Appliances and Other Items
The following list contains items which are pre-approved for use in ALL RESIDENCE HALLS:
- Coffee pot with automatic shut-off
- Holiday decorations – Only 2 strands of lights may be strung together. (Not allowed on porches/balconies)
- Iron with automatic shut-off
- Mini-fridges (must be less than 3.5 cubic feet)
- Power strip/surge protector
- Window treatments (Must have factory label attached stating they are fire/flame retardant)

The following list contains items which are pre-approved for use ONLY in Compass Point, University Crossings, and University Terrace as long as it also has automatic shut-off:
- Panini press
- Quesadilla maker
- Rice cooker
- Slow Cooker
- Waffle iron

The following list contains items which are not allowed for use in ANY RESIDENCE HALL:
- Air conditioning units
- Candles/candle wax burners
- Charcoal, gas, or open flame grills and griddles
- Deep fryers (gas or electric)
- Electric frying pans
- Electrical equipment w/exposed wiring
- Explosives or fireworks
- Halogen lamps
- Hammocks (within unit)
- Hookahs
- Hot plates
- Hover boards
- Incense/potpourri burners
- Large banners/flags
- Lava lamps
- Live (cut) trees (holiday decorations)
- NuWave ovens
- Parachutes
- Personal appliances (dryers, freezers, micro-fridges, microwaves, refrigerators, washers)
- Portable space heaters
- Rope Lighting
- Stripper poles
- WiFi Routers

Violation of this policy will result in sanctions, as well as possible criminal charges. The violator will then have two days to remove the unapproved item and provide Housing with verification of compliance.

BALCONIES/PORCHES
- While our apartment communities (Compass Point, University Crossings, University Terrace) may have small or shared patio spaces, residents are not permitted to store, place, or hang outdoor or indoor furniture, plants, trash, hammocks, coolers, bicycles, signs, banners, and laundry or clothing hanging over railings are NOT allowed. These items are in addition to the prohibited items outlined in the Approved and Non-approved Appliances and Other Items section of this Residential Community Guide. Violation of this policy will result in removal of the item(s) and possible judicial action.

BUSINESS OPERATIONS
University Housing prohibits the operation or contracting of any type of business from any residence hall room or space.

DAMAGES AND VANDALISM

RESPONSIBILITY FOR STUDENT PROPERTY
Although every effort is made to optimize security, the University cannot, and will not, reimburse individuals for the cost to replace lost or damaged property in the event of fire, flood, theft, hurricane, tornado, overflowing tubs, broken pipes, water main breaks, and other incidents which cause property damage. Additionally, the University does not, and cannot, protect any personal belongings against burglary, vandalism, fire, smoke, and other perils.
The Armstrong State University Housing contract holds residents responsible for the replacement and repair costs associated with damage caused to University property that occurs as a result of their behavior or actions; or the actions of their guests, including accidental damage.

Please familiarize yourself thoroughly with the terms of the housing contract. If you do not have liability insurance coverage, you may be personally responsible to third parties and/or to Armstrong State University for costs related to property damage. In the event of flooding, fire, or similarly widespread damage, an individual resident could be held responsible for substantial costs, including but not limited to, the cost of other residents’ personal property, and all damages, relocation costs, etc. You may already be covered by your parent’s homeowner’s insurance. Please ask your parents to check with their insurance company for details of their coverage. If you are not covered by a homeowner policy, you (or your parents) are strongly urged to consider obtaining renter’s insurance to include coverage for damage to third party and/or University property.

Housing & Residence Life is not responsible for the value or safekeeping of any property left in the unit or on the premises by the resident. After 30 days of abandoning the unit, or being removed from Housing by the Dean of Students office, Housing & Residence Life will dispose of any such unclaimed property.

**DAMAGE AND EXCESSIVE CLEANING CHARGES**

Residents will not be charged for normal wear and tear of furnishings; however, misuse or negligent care of furnishings, including, but not limited to: burns, staining, or cuts on furniture; broken furniture; floor covering; counter tops; holes in walls, doors or ceilings; broken or damaged windows or screens; and missing furniture, will result in damage charges being assessed. If it is determined that refrigerators, floors, walls, carpeting, or furniture must be cleaned, charges to cover the cost of cleaning the room/unit will be assessed.

It is the resident’s responsibility to ensure their room is clean (not resulting in excessive cleaning charges) and all items remain in similar condition as when they checked in. Damages in a unit may be detected by report of the resident, comparison of inventory during check-in/check-out, or routine inspections of buildings/units.

**COMMUNITY DAMAGE BILLING**

Damages and vandalism that occurs in the residence halls, which cannot be attributed to a specific person(s), will result in the charges being evenly divided and billed to the community at the Area Coordinator’s discretion in conjunction with Corvias Campus Living and Armstrong Facility Services. Damage, vandalism, and excessive cleaning charges will appear on the resident’s account.

**DAMAGE, CLEANING, AND REPLACEMENT CHARGES**

The following chart contains information on the cost to repair, replace, or clean any property found to be damaged, destroyed, vandalized, or found to be in need of extensive cleaning.

**APPEAL OF DAMAGE, CLEANING, AND REPLACEMENT CHARGES**

Appeals of damage, cleaning, and replacement charges must be in writing and submitted to the Area Coordinator of your residential area according to the timeline below. **NO EXCEPTIONS TO THIS TIMELINE WILL BE GRANTED.**

- Appeals of charges placed during **summer** semester must be received by **September 15**.
- Appeals of charges placed during **fall** semester must be received by **February 15**.
- Appeals of charges placed during **spring** semester must be received by **June 15**.

**GUESTS**

From time to time, residents may want to have guests or visitors. Guests are defined as anyone not assigned to the room space including, but not limited to, family members, friends and other students. Residents are permitted
to have two guests at one time and roommates must consent to the presence of guests in the room/apartment. For Windward Commons, guests must be of the same gender as their host, and all guests must be 18 years or older.

Residents must check-in their overnight guests at their corresponding area office (Windward Commons or Compass Point clubhouse). The Housing staff member will get both the resident or “host” and visitor to complete a form. If the guest needs a temporary parking decal, the Housing Staff member will contact UPD on behalf of the resident and guest, and the guest must pick up a temporary parking pass before parking in a residential lot. Guests can only be signed in before midnight.

Residents are responsible for the behavior and actions of their guest(s) at all times and must take steps to ensure that guests abide by all University policies. Residents may not leave their guests unattended at any time. Any violation of the Guest Violation will result in judicial actions. For additional information on this policy, please refer to the Code of Student Integrity-Housing Policies.

FAMILY ACCESS TO STUDENT SPACES
At times, a serious incident may occur when a resident will not be physically able to remove items from their room and may need family members to do so for them. Some examples of this would be if the student is in the hospital, in jail, or at home for a personal emergency. If this situation occurs, the family member must be able to provide written permission from the student to enter their space. The permission form must be turned in to the Residence Education office and include the following information:

- Date
- Name of student
- Last 4 digits of Student ID Number
- Date items are to be removed
- Name of person permission is being granted to

In situations that are not described here, please contact the Assistant Director of Housing Operations.

Pets
Residents are permitted to have fish in a 10 gallon tank or less. Residents are responsible for the feeding and care of this approved pet. Student may have approved emotional support animals or therapy animals if the student’s request is properly documented and approved by Disability Services and Housing & Residence Life. Roommates must also approve the emotional support animal. For more information about this policy, please speak to the Assistant Director of Housing Operations and a staff member within the Office of Disability Services.

QUIET HOURS
It is expected there will be more noise than you experienced at home because of the large community you will now be living in. However, it is your responsibility to work with hall staff to maintain an academic atmosphere. You and your neighbors must keep noise at a level that allows for both sleep and study. Quiet hours will be enforced.

A general rule is that if the noise is audible one door away from the source or if a roommate or neighbor is impacted by the amount of noise, it is too loud. If a neighbor’s noise is bothering you, tactfully ask the person to keep their noise down. If the noise persists, you can search out a staff member for assistance.

Quiet hours begin every weekday at 10:00 p.m. and continue until 10:00 a.m. the following morning. On weekends (Friday and Saturday), quiet hours start at midnight. All other times are considered “courtesy hours”
and a resident’s right to request a quiet environment should be honored at all times. During final exams, quiet hours may be extended to 24 hours a day.

ROOMMATE AGREEMENTS

Whether living with a roommate is a new experience or something done before, you will find that sharing a room with another person(s) requires open and honest communication, cooperation, compromise, flexibility, and respect. Relationships of any kind involve a bit of work, some give and take, and an understanding of each other. Your room is a place to study, sleep, socialize, and live. Your room may be a place to relax, a haven for intellectual thought, a fun place to hang out with friends, or a combination of all of these. To a large extent, the quality of life in your room will depend on the relationship developed between you and your roommate.

Keep in mind that roommates do not have to be the best of friends. The most successful roommates are those able to respect each other’s needs. There will be times when you or your roommate will disagree on issues related to your living environment. It is important that you enter a new roommate situation with realistic expectations. While it would be ideal for all roommates to be best friends this does not always happen. Before the semester starts, start talking to each other.

This document is intended to serve as a format for an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, all of you should mutually determine the decisions and the stipulations of a behavioral agreement and endorse it.

The basic rights of a roommate include:

1. The right to study free from undue interference (noise, music, guests, etc.) in one's room.
2. The right to sleep without undue disturbance from guests, roommates, etc.
3. The right to expect that roommate(s) will respect one another's personal belongings.
4. The right to a clean, safe, healthy environment in which to live.
5. The right to free access to one’s room and facilities without pressure from roommates.
6. The right to personal privacy.
7. The right to host guest(s) at agreed upon times, and with the expectation that the guests are to respect the rights of the host's roommate(s) and other hall residents.
8. The right to be free from fear of intimidation, physical, and/or emotional harm
9. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect; and that it is acceptable, when any roommate feels it necessary, to involve a residence hall staff member in such discussion.
10. The right to expect reasonable cooperation in the use of “room shared” appliances (e.g. refrigerator, tv, etc.)

It is important to note that a room is a private space that should be shared equally by both roommates. As a responsible roommate, it is not appropriate to engage in any activity which would deny your roommate access to
the room, or make them feel uncomfortable while in the room. When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate. To a large extent, your relationship with a roommate is dependent on mutual consideration of the feelings and needs of the other person.

**REMEMBER!**

*With every right goes the responsibility to respect that same right when it is exercised by another person(s).*

When this isn’t happening and roommates cannot figure out how to confront the problem, we suggest involving one of the Residence Life staff (RAs). Please be aware that, should roommates not be able to come to a resolution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, the Residence Life staff may take further action to resolve the conflict. This may include disciplinary action or a room change (depending on the situation).

All freshman residents are required to complete a roommate agreement within their first six weeks of living on campus. Once signed, the roommate agreement will become a binding agreement between the residents. Failure to comply with the written roommate agreement may result in judicial action.

When a conflict arises, we encourage residents to communicate their feelings about the incident with each other after a “cool-down” period has occurred. If issues continue to arise, it is the responsibility of the resident(s) to contact a Housing staff member so a meeting can be held between the roommates involved. During this meeting, the staff member will mediate a conversation and assist residents in establishing compromises in order to resolve issues.

**WINDOW TREATMENTS**

Window treatments with a factory label attached to them stating they are fire/flame retardant are permitted. No other types of window treatments are allowed. Residents hanging or displaying window treatments that are not fire/flame retardant will be asked to take them down immediately and will be charged with a fire code violation. Please see your Area Coordinator if you have any questions about this policy.

**UNIVERSITY HOUSING POLICIES**

As a Armstrong State University student, you are responsible for knowing and adhering to all policies and regulations as outlined in the Code of Student Integrity and all policies and regulations established for on-campus living as outlined in University Housing Policies and Regulations, the housing contract, and this guide. Failure to abide by the listed policies and regulations will result in University documentation and a meeting with a University Hearing Officer. This document contains Housing Policies only. Students are also responsible for knowing the Code of Student Integrity which can be accessed at:

Disclaimer: The Code of Student Integrity is subject to change at any time during the academic year. Students should check the web address for the most up-to-date version.

**THE FOLLOWING IS NOT ALLOWED IN THE RESIDENCE HALLS:**

1. **Alcohol:** On the Armstrong State University campus, persons 21 years of age or older in the Finish Strong Community (University Terrace 1 building B and University Crossings building 800) are the only persons permitted to have alcohol within the residential unit. The behaviors listed below are a violation of the Alcohol Policy in Housing and Residence Life. Refer to Residential Community Guide and the University Alcohol Policy for more information.

2. **Animals**
   a. Possession of any animal within a residence hall, with the exception of an approved service or assistance animal or fish in a properly maintained aquarium with a capacity of ten gallons or
under, for any length of time.

b. Feeding of stray animals within 100 ft. of a residential facility.

3. **Community Living**
   a. Violating any provisions of the Residential Community Guide or other published University Housing or Agreements.
   b. Violating any provision of a signed Roommate or Apartment Agreement
   c. Failure to abide by the specific Housing agreements and requirements of a special residential community.
   d. An accumulation of University Housing violations; the student has been found responsible for and sanctioned for three (3) or more University Housing violations (i.e. violations listed in 7B of this Code.)

4. **Facilities and Equipment**
   a. Tampering with/removing window screens or throwing/dropping any items from residence hall windows.
   b. Unauthorized use of cable, computer access, or telephone access (including the splicing of wires.)
   c. Possession of prohibited items as outlined in the Residential Community Guide.
   d. Failure to keep a safe distance of 100 feet from residential facilities while participating in athletic activities that involve objects which may cause damage to persons or property (such as, but not limited playing soccer, or throwing a football or Frisbee near a building).
   e. Participation in any athletic games or activities in the residence hall without prior approval from University Housing
   f. Loaning or transferring University-issued keys to any person for any period of time.
   g. Removal or any doors from its hinges.
   h. Suspending hammocks from any surface within a residence hall, patio or signs on residence hall grounds.
   i. Tampering with or intentionally damaging temperature control settings on a thermostat.

5. **Residential Fire Safety**
   a. Propping apartment, suite, exit, or fire doors within residence halls.
   b. Possession or use of candles, incense or any object with an open flame or open heating element in any residence hall.
   c. Failure to comply with permitted and prohibited appliances list, as outlined in the Residential Community Guide.
   d. Engaging in unsafe cooking practices that create or increase the risk of fire.
   e. Storing or riding a bicycle or similar object to anything other than bicycle racks provided by University Housing.
   f. Failure to evacuate during planned or unplanned fire alarm.
   g. Any object, or action, or activity that blocks or limits ease of exit from any room or building.
   h. Parking, storing or operating any motorcycles, moped, scooter, or other motorized device anywhere that is not a designated parking area; including but not limited to apartment/suite unit or patio/patio closets.

6. **Furniture**
   a. Removing or tampering with furniture from a designated residential area, such as either a student unit to patios, or moving furniture in public spaces without permission.
   b. Placing furniture into elevators or stairwells.
   c. Suspending any furniture from the ceiling.
   d. Constructing a loft or any other structure within a residence hall without the prior approval of
7. **Guest and Visitation**
   a. Residents assume responsibility for their guests, both behaviorally and financially, upon the guests' arrival at a residence hall.
   b. Guests within or around a residential facility must abide by all Code of Student Integrity and Housing Policies.
   c. Guests must be escorted within residential areas at all times.
   d. Permission of all residents assigned to a unit must be obtained before allowing entry to a guest.
   e. Overnight guests must be at least 18 years of age, and, in Windward Commons, must be of the same gender as the host.
   f. Guests are only permitted to remain a total of 2 consecutive nights per visit and may stay no more than 4 nights per month.
   g. Guests involved in an incident/policy violation may be asked to leave the residential facility and/or ground by Housing staff or University Police.
   h. Each resident may host no more than two guests at one time.

8. **Littering/Trash Disposal**
   a. Discarding or temporarily placing trash of any kind on the grounds of a residential facility other than in appropriate receptacles.
   b. Disposing of bags of personal trash in a public or common area trash receptacle.

9. **Noise** refers to sound or volume that can be viewed as disruptive to another individual or individuals within a community or interrupts academic progress. Specific expectations related to noise within a residence hall are outlined below:
   a. Courtesy hours are in effect 24 hours per day. Living in the residence halls involves respecting the needs of all community members at all times. Residents are expected to show courtesy to their neighbors and honor all reasonable requests regarding noise regardless of the time of day.
   b. Failure to abide by the Quiet or Courtesy Hours policy. Quiet hours are in effect Sunday through Thursday 10 p.m. to 10 am. Friday and Saturday: 12 a.m. to 10 a.m. Quiet hours may be extended during midterm and final exam week.

10. **Posting**, Posting any material inside residence hall common spaces (i.e.: community rooms or study lounges, kitchens, or clubhouses) or outside of on-campus residential facilities without prior approval from university Housing.

11. **Room Changes**
   a. Residents changing their current room assignment to another without prior approval from the appropriate University Housing staff member.
   b. Occupying more than one space (unless for a designated period of time approved by University Housing in the process of an approved room change).

12. **Room Decorations**
   a. Failure to keep posters or decorations at least six inches from the ceiling and/or floor; and maintain less than 50% of a given wall with postings or decorations.
   b. Suspending any item from the ceiling, including, but not limited to: fishnets, parachutes, poles, decorative lights, and flags.
   c. Affixing any item to a wall, ceiling, or floor in a manner that may create damage to the surface.
   d. Display of any item facing outward toward public spaces in windows of on-campus residential facilities.
   e. Curtains or window treatments that do not possess a fire retardant label form manufacturer.
f. Failure to use “low tack” tape (i.e.: blue painters tape) or approved low tack hanging devices (i.e.: 3M Command products) when hanging decorations.
g. Failure to remove items in response to room inspection or fire marshal request

13. Sanitation and Cleanliness
   a. Failure to observe reasonable standards of cleanliness and sanitation in room.
   b. Disposal of any waste material on floors, walls, etc.
   c. Deliberately or attempting to clog plumbing fixtures.
   d. Use of cooking facilities for purposes other than food preparation.
   e. Unauthorized use of public cooking facilities. Please see the Residential Community Guide for more information.

FINES AND FEES FOR HOUSING POLICIES

The following fines and fees may be assessed to a student’s account if the student is found responsible for violating a Housing policy. This list is not inclusive, and additional fines and fees may be assessed if necessary.

- Excessive Cleaning: $125
- Improper Move-Out: $100
- Lockout Fees: $10 multiple of the number of lockouts (i.e. 2nd lockout is $20 and third lockout is $30)
- Possessing a Prohibited Item: $50 per item
- Removal of Trash: $25 per bag
- Replacement of Housing keys: $75 per lock
- Replacement of University provided furniture: Ranges from $200 to $800 per item
- Tampering or attempting to override HVAC temperature controls: $100

Judicial fines may be assessed to a student’s account as a result of Code of Student Integrity violation. For additional information on judicial fines, please review the Code of Student Integrity.

GLOSSARY OF TERMS

Break Request: In the event that a student suffers significant hardship by moving out during a scheduled break between enrollment periods, the student may request to stay in Housing during the break. If the request is approved, the student will be required to pay an additional monetary amount for the additional stay as well as agree to comply by specified break period amendments to the Community Living Guide.

Cancellation Request: A Cancellation and Intent to Vacate form must be submitted by any student wishing to terminate his/her room contract prior to the end of the contracted term. Students who do not meet the conditions outlined in section IV.C. will likely be charged a fee for breaking the housing agreement.

Co-habitation: Co-habitation exists when a person not assigned to a particular residential facility is found living in that facility with the permission of the residents of the room/apartment. Generally, this term can be applied to any guest who has exceeded the maximum allowable number of overnight visits per month. It can also be applied to opposite sex visitation violations; particularly those of a habitual nature. Co-habitation is against housing policy and will result in judicial action.

Express Move-Out: During an express move-out, students elect to waive their right to be present during the move-out inspection conducted by the designated housing staff member for their residential area. The resident
elects to turn in his/her keys to the room in an express move-out envelope and agrees to accept the damage documentation/findings of the housing staff member completing the inspection after the resident has left. Students selecting the express move-out option will be held to the same standards of facility cleanliness and repair as those conducting a standard move-out. While a standard move-out is encouraged, we understand that a resident’s schedule does not always permit this option. The express move-out is a convenient alternative. Consult your area office for more information.

**Health and Safety Inspection (HSI):** Housing and Residence Life conducts a series of advertised health and safety inspections of the residential facility units each term (typically 3 per semester). During this process, authorized housing staff members enter the residential units to look for anything that may compromise a student’s health or safety within the unit. This includes but is not limited to cleanliness and sanitation, facility disrepair, appliance operation, as well as checking points of egress to ensure compliance with fire safety regulations. Please note that the university reserves the right to look inside any university provided appliance (microwave, oven, dishwasher, and refrigerator) to ensure proper operation and cleanliness. Housing may also look under sinks to ensure there are no leaks.

Students found to be in violation of health and safety requirements/guidelines will receive an administrative fine. In extreme cases, students who continually and/or egregiously violate health and safety guidelines will be removed from housing and/or excluded from renewing for subsequent terms.

**Move-In:** Move-in is defined as the process that is completed when a student checks-in to their residence hall room, moves in their belongings, and completes all necessary administrative paperwork (emergency contact form, room condition report, etc).

**Move-Out:** The process that is completed when a student removes his/her belongings from the residence space, cleans the space to prepare it for the next resident, undergoes the move-out inspection for damages, turns in keys and signs all required administrative paperwork (i.e. room condition report, and move-out form).

Room Condition Report (RCR): Before your arrival, Housing staff members entered your unit to check for maintenance issues, damages and overall suitability for a new occupant. The damages and/or maintenance concerns that were present are noted on an RCR so that the new student occupying the space will not be charged for damages made by past occupants. Upon move-out, your room will be checked once again, and any new damages will be noted for damage billing purposes.

### Important Telephone Numbers

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Contact</th>
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<tbody>
<tr>
<td>912-429-9063</td>
<td>Apartment RA on Duty</td>
</tr>
<tr>
<td>912-344-3383</td>
<td>Compass Point Clubhouse Office (M-F 9 am- 5pm and Saturday and Sunday from 5pm-midnight)</td>
</tr>
<tr>
<td>912-344-2940</td>
<td>Main Housing Office (M-F 8:30 am - 5 pm)</td>
</tr>
<tr>
<td>912-344-5726</td>
<td>Student Health Center</td>
</tr>
<tr>
<td>912-344-2529</td>
<td>University Counseling Center</td>
</tr>
<tr>
<td>912-344-3333</td>
<td>University Police Department</td>
</tr>
<tr>
<td>912-344-2722</td>
<td>Windward Commons Front Desk (Open 24 hours a day except during breaks)</td>
</tr>
<tr>
<td>912-398-4954</td>
<td>Windward Commons RA on Duty</td>
</tr>
</tbody>
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